Asset Data Management Workgroup Topics

# Overview

Our goal is to develop guidance and best practices for agencies to analyze and manage legacy asset data in the FLAIR property records in preparation for implementation of Florida PALM. Through discussions and comparison of agency practices and needs, the group will:

* Identify and discuss current practices and state of legacy data;
* Develop and share expectations, tools, and guidance for analyzing and cleansing legacy data; and
* Provide input for creating or updating policies and best practices to support standardization of data and processes in Florida PALM.

Participants are asked to evaluate your agency for questions related to legacy data, data management, and future state expectations.

# Legacy data

What policies does your agency currently have for inventories and write-offs?

 How does your agency manage Custodian IDs? Are there multiple users to one ID or are there several with one unique ID to each user?

How does your agency manage location codes?

Does your agency have any Construction Work In Progress (CWIP) items?

Does your agency have property items that use depreciation other than the automated straight-line?

Does your agency track assets down to the grant or contract level?

# Data Management

Has your agency started analyzing legacy asset data?

What are your agency practices to manage and cleanup property records?

How frequently does your agency perform analysis and cleanup of property records?

What are common data issues for property records?

How does your agency ensure property records are not tied to inactive data elements?

Has your agency established any best practices for property management? What makes those successful?

# Future State

What are standard practices that should be used across agencies for managing asset data, and what differences in practices are appropriate?

What existing policies are helpful?

Where are there current policy gaps?

What assumptions do we have about asset data conversion?

What asset information is needed in Florida PALM?